

# Instructions for Person Who Wants to Set Up the Guardianship

POS-010

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): <div style="border: 2px solid black; padding: 5px; text-align: center; margin: 5px 0;">Write your <b>name</b> and <b>address</b> here</div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           TELEPHONE NO.:            E-MAIL ADDRESS (Optional):            ATTORNEY FOR (Name): <b>In Pro Per</b> </div> <div style="width: 45%;"> <div style="border: 2px solid black; padding: 5px; text-align: center; margin: 5px 0;">Write your <b>phone number</b> here</div>           FAX NO. (Optional):         </div> </div>		FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:		<div style="border: 2px solid black; padding: 10px; text-align: center; margin: 5px 0;">           Write your court information here.  <b>HINT: It's on your petition (GC-210)</b> </div>
Guardianship of: <div style="border: 2px solid black; padding: 5px; text-align: center; margin: 5px 0;">Write <b>child's full name</b> here</div> <div style="text-align: right; margin-top: 5px;">minor</div>		CASE NUMBER: <div style="border: 2px solid black; padding: 5px; text-align: center; margin: 5px 0;">Write your <b>case number</b> here</div>
<b>PROOF OF SERVICE OF SUMMONS</b>		Ref. No. or File No.:

(Separate proof of service is required for each party served)

1. At the time of service I was at least 18 years of age and not a party to this action.
2. I served copies of:
  - a. ☐ summons
  - b. ☐ complaint
  - c. ☐ Alternative Dispute Resolution (ADR) package
  - d. ☐ Civil Case Cover Sheet (served in complex cases only)
  - e. ☐ cross-complaint
  - f. ☐ other (specify documents): NOTICE OF HEARING and PETITION FOR APPOINTMENT OF GUARDIANSHIP OF A MINOR
3. a. Party served (specify name of party as shown on documents served):
 

Write the **name** of the parent here

 b. Person served: ☐ party in item 3a ☐ other (specify name and relationship to the party named in item 3a):
4. Address where the party was served:
 

Write the **name and address** of the prison here
5. I served the party (check proper box):
  - a. ☐ **by personal service.** I personally delivered the documents listed in item 2 to the party (Code Civ. Proc., §§ 415.10 and 416.10)  
 (1) on (date): 

Leave this blank

 (2) at (time): 

Leave this blank
  - b. ☐ **by substituted service.** I left the documents listed in item 2 with or in the presence of the person indicated in item 3b:
    - (1) ☐ **(business)** a person at least 18 years of age apparently in charge at the office or usual place of business of the party. I informed him or her of the general nature of the papers.
    - (2) ☐ **(home)** a competent member of the household (at least 18 years of age) at the dwelling house or usual place of abode of the party. I informed him or her of the general nature of the papers.
    - (3) ☐ **(physical address unknown)** a person at least 18 years of age apparently in charge at the party's usual mailing address other than a United States Postal Service post office box. I informed him or her of the general nature of the papers.
    - (4) on (date): \_\_\_\_\_ at (time): \_\_\_\_\_
    - (5) ☐ I thereafter mailed (by first-class, postage prepaid) copies to the party at the place where the copies were left (Code Civ. Procedure 415.20(a)–(b)) on (date): \_\_\_\_\_ or ☐ declaration of mailing is attached.
    - (6) ☐ A **declaration of diligence** is attached stating actions taken first to attempt personal service.

Guardianship of: <span style="border: 2px solid black; padding: 5px; display: inline-block; width: 250px; text-align: center;">Write child's full name here</span>	CASE NUMBER: <span style="border: 2px solid black; padding: 5px; display: inline-block; width: 250px; text-align: center;">Write your case number here</span>
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minor

- c. ☐ **by mail and acknowledgement of receipt of service.** I mailed the documents listed in item 2 to the party, to the address shown in item 4, by first-class mail, postage prepaid,
- (1) on (date): \_\_\_\_\_ (2) from (city): \_\_\_\_\_
- (3) ☐ with two copies of the *Notice and Acknowledgment of Receipt* and a postage-paid return envelope addressed to me. (*Attach completed Notice and Acknowledgement of Receipt (Code Civ. Proc., § 415.30).*)
- (4) ☐ to an address outside California with return receipt requested. (Code Civ. Procedure, § 415.40)
- d. ☐ **by other legal means** (specify code section): \_\_\_\_\_
- ☐ Additional page describing service is attached.

6. The "Notice to the Person Served" (on the summons) was completed as follows:

- a. ☐ as an individual defendant.
- b. ☐ as the person sued under the fictitious name of (specify): \_\_\_\_\_
- c. ☐ as occupant.
- d. ☐ On behalf of (specify): \_\_\_\_\_
- under: ☐ CCP 416.10 (corporation) ☐ CCP 416.60 (minor)  
☐ CCP 416.20 (defunct corporation) ☐ CCP 416.70 (conservatee)  
☐ CCP 416.40 (association or partnership) ☐ CCP 416.90 (individual)  
☐ CCP 415.95 (business organization, form unknown) ☐ CCP 415.46 (occupant)  
☐ other: \_\_\_\_\_

7. **Person who served papers**

- a. Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Telephone number: \_\_\_\_\_
- d. **The fee** for service was: \$ \_\_\_\_\_
- e. I am:
- (1) ☐ Not a registered California process server.
- (2) ☐ Exempt from registration under Business and Professions Code section 22350(b).
- (3) ☐ Registered California process server.
- (i) ☐ owner ☐ employee ☐ independent contractor.
- (ii) Registration no.: \_\_\_\_\_
- (iii) County: \_\_\_\_\_

8. ☐ **I declare** under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
- or
9. ☐ **I am a California sheriff or marshal and** I certify that the foregoing is true and correct.

Date: \_\_\_\_\_

_____ (NAME OF PERSON WHO SERVED PAPERS/SHERIFF OR MARSHAL)	<div style="display: flex; align-items: center; justify-content: center;">          _____          (SIGNATURE )       </div>
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